# Internet Basics

DIGITALLEARN.ORG

Provided by AT&T and the Public Library Association

Today's Agenda

- **Introduction**
  - Web browsers
  - Search engine
- **Skill Building**
  - Using a web browser
  - Using a search engine
  - Navigating a website
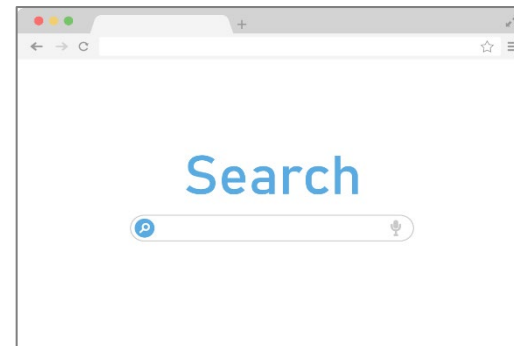 - Search engine tips & tricks
- **Practice**

Introduction

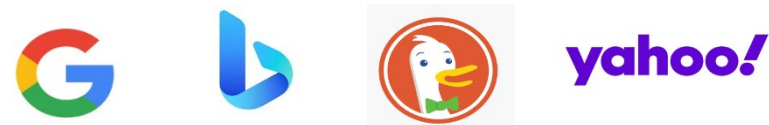**Web Browser:** A program that allows you to view websites and navigate between them using hyperlinks
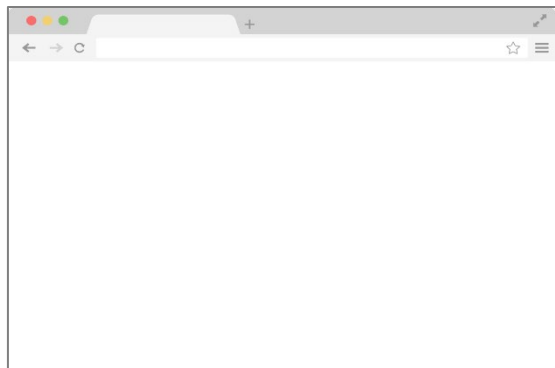
Common Browsers

Search Engine: A website that allows you to look up information and view content on the internet

Common Search Engines

Using a Web Browser

- **Opening a Web Browser:**
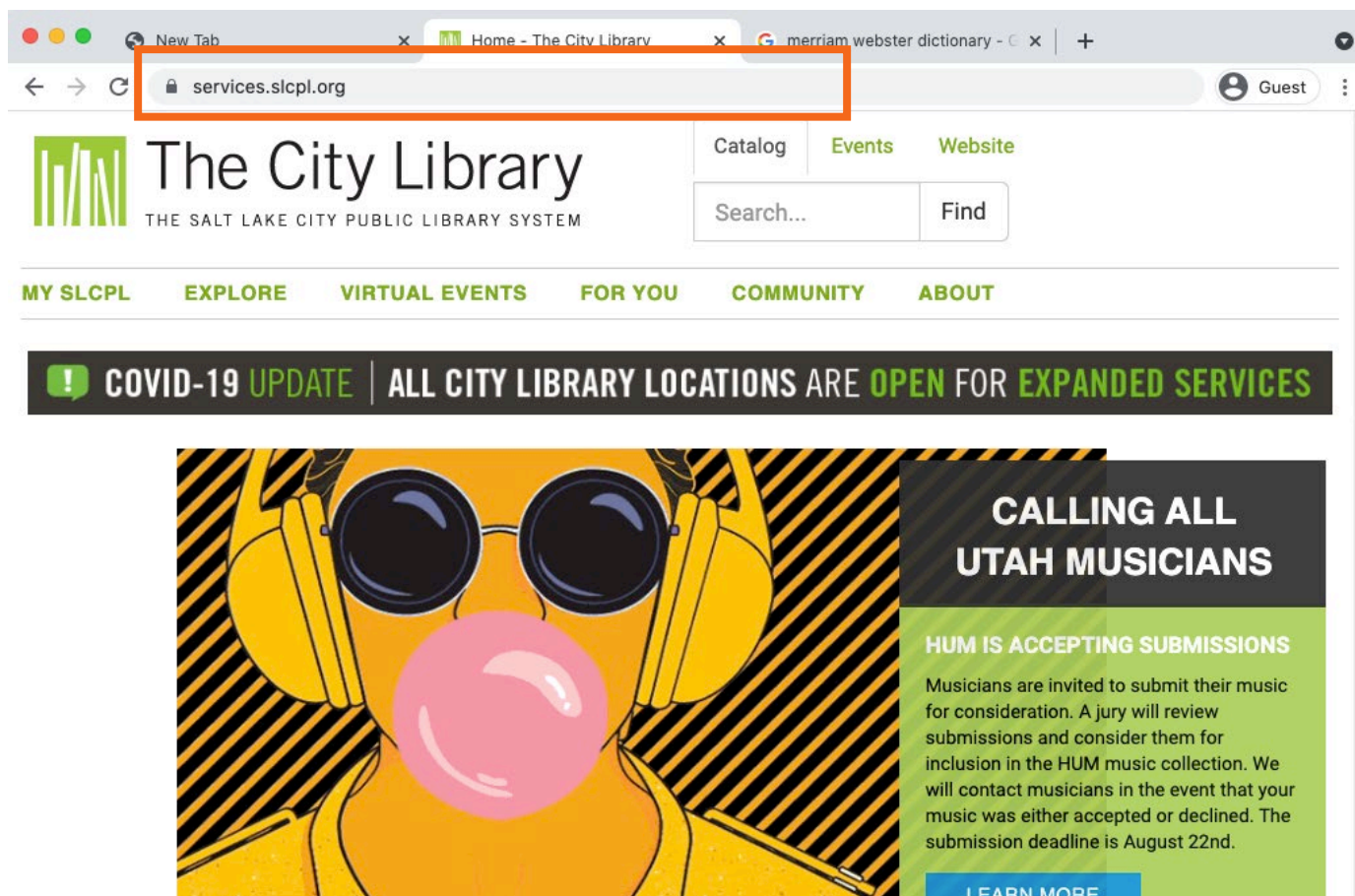 - ▫ Desktop Shortcut
  - ▫ Menu Bar

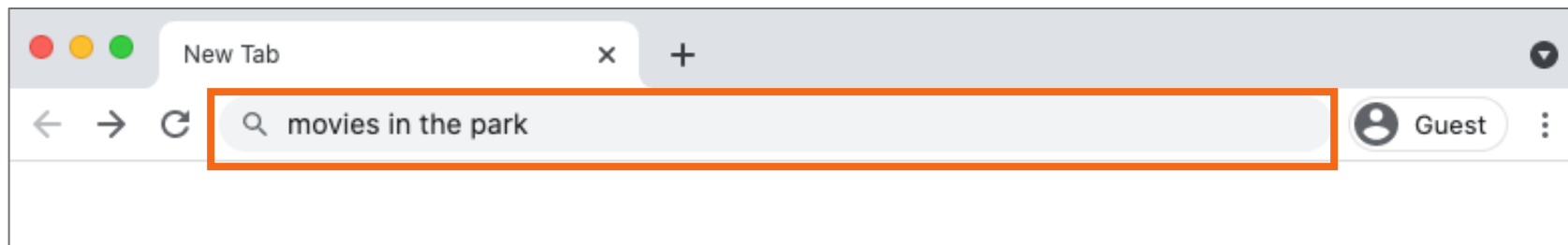Edge   Mozilla Firefox   Google Chrome   Safari

Using a Web Browser

- **Address Bar:** Use this to type in the address of a website or web page.
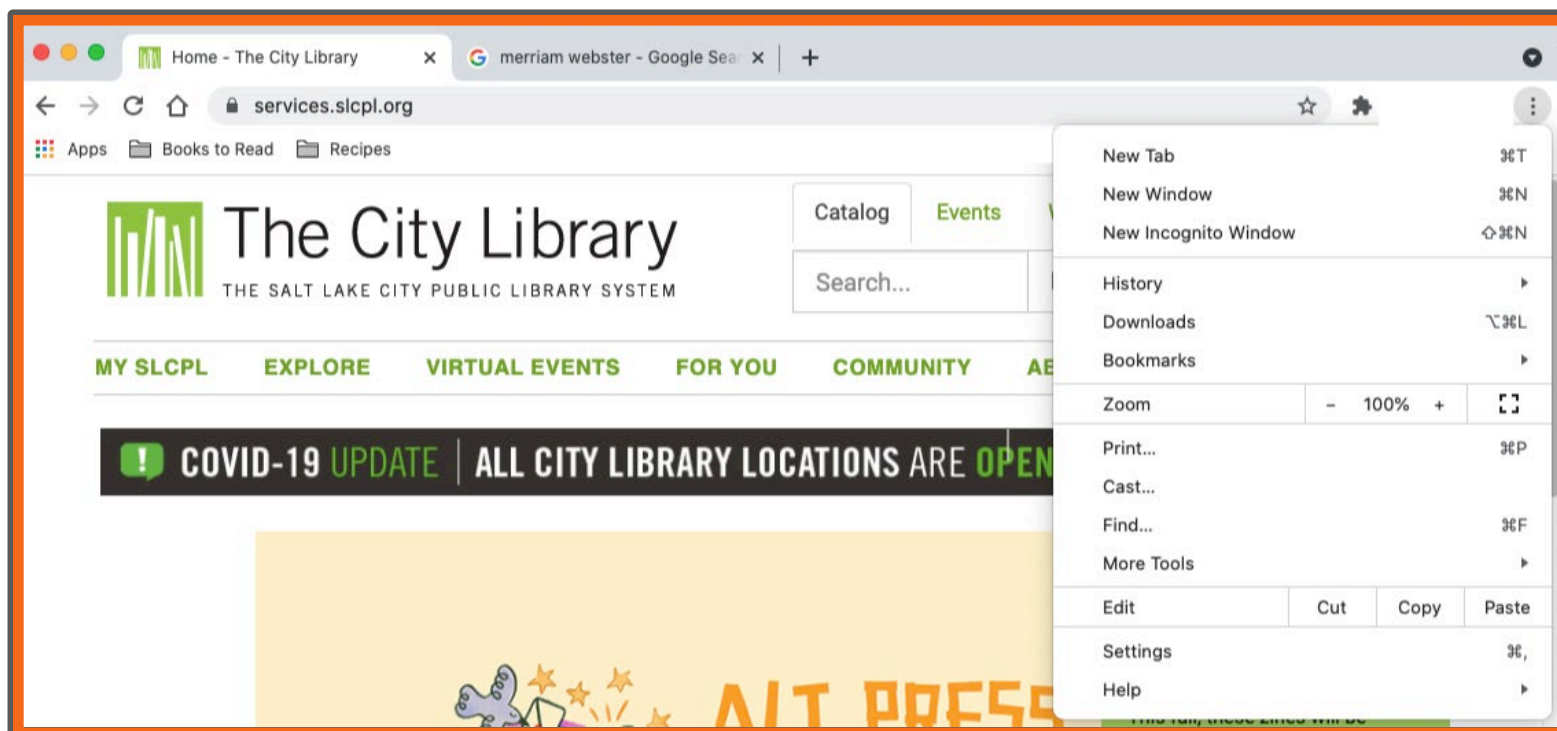
Using a Web Browser

- **Search Box:** Use this to enter keywords when the exact address is unknown.

Note: Some browsers only have a single "omnibox" that is used to enter both web addresses and keywords (like Google).

Using a Web Browser

- **Browser Window:** This is how you view and navigate web pages. Within a browser window, you can have multiple tabs. You can also have multiple browser windows open at the same time.

Using a Web Browser

- **Tabs:** Use these to open a web page without closing the current one so you can navigate back and forth between them. To open a new tab, click the + sign.
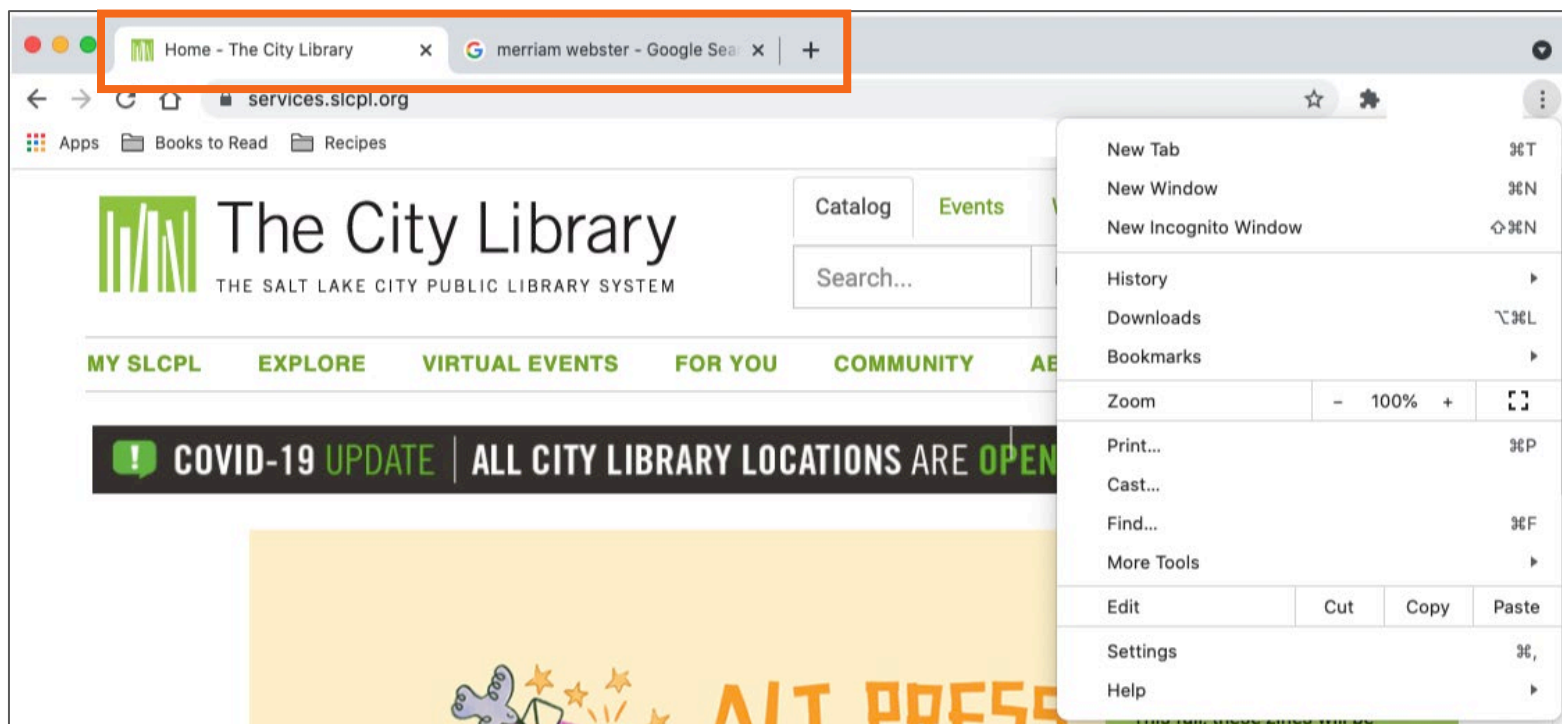
Using a Web Browser

- **Back:** Use this to return to the previous screen in the web browser.
- **Forward:** Use this to return to the screen that appeared before you hit the back button in the web browser.
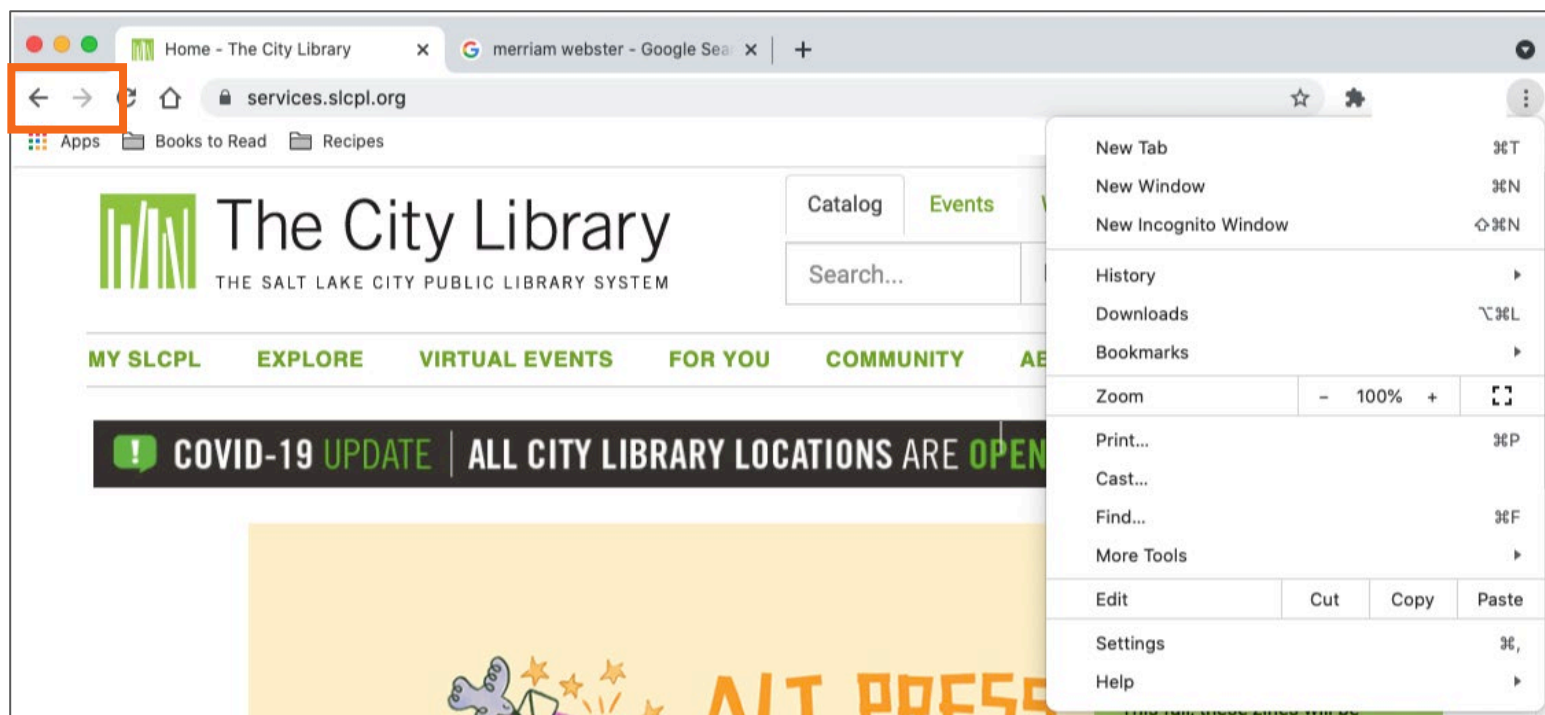
Using a Web Browser

- **Stop:** Use this to stop a web page from loading when it's taking too long or you realize you selected the wrong web page.
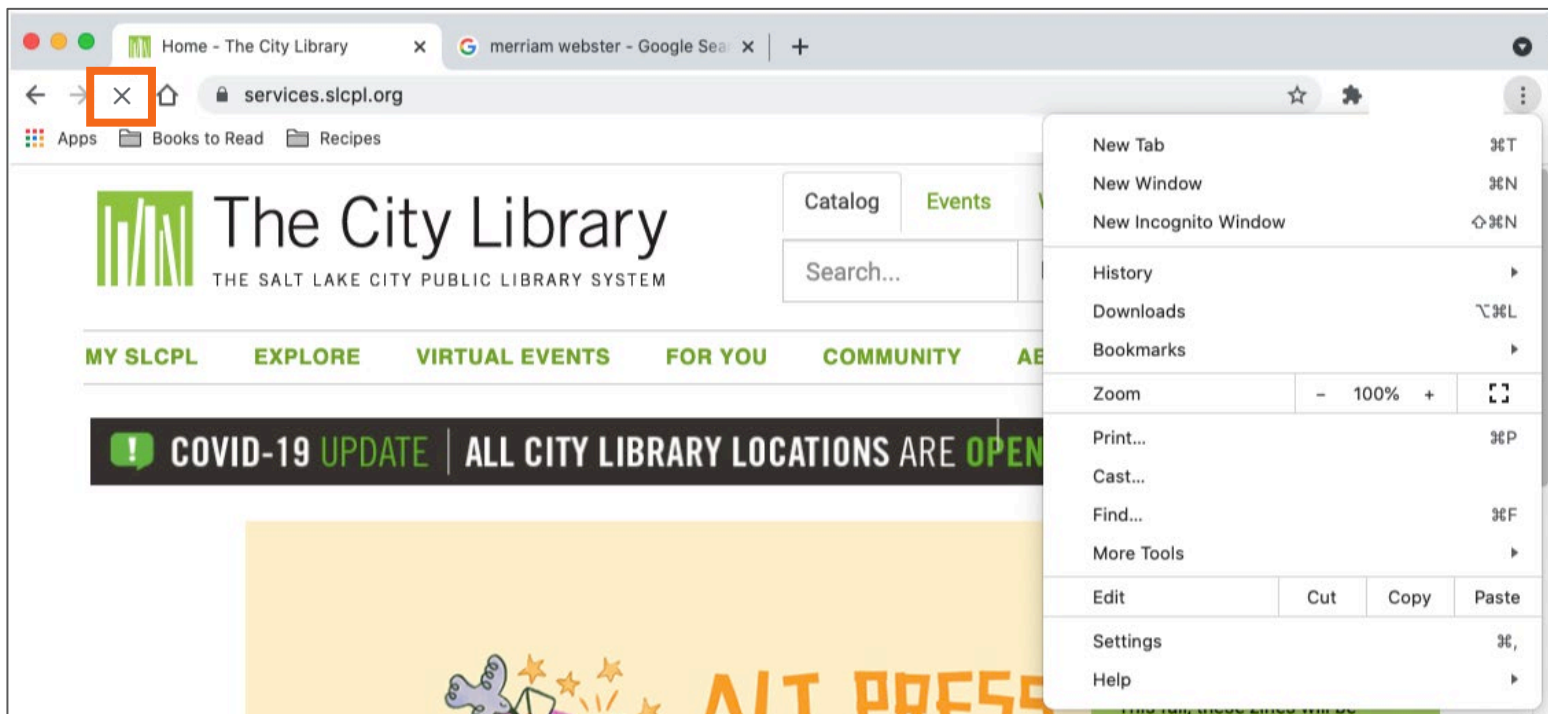
Using a Web Browser

- **Reload** or **Refresh:** Use this to reload the web page to ensure the page content is up to date.
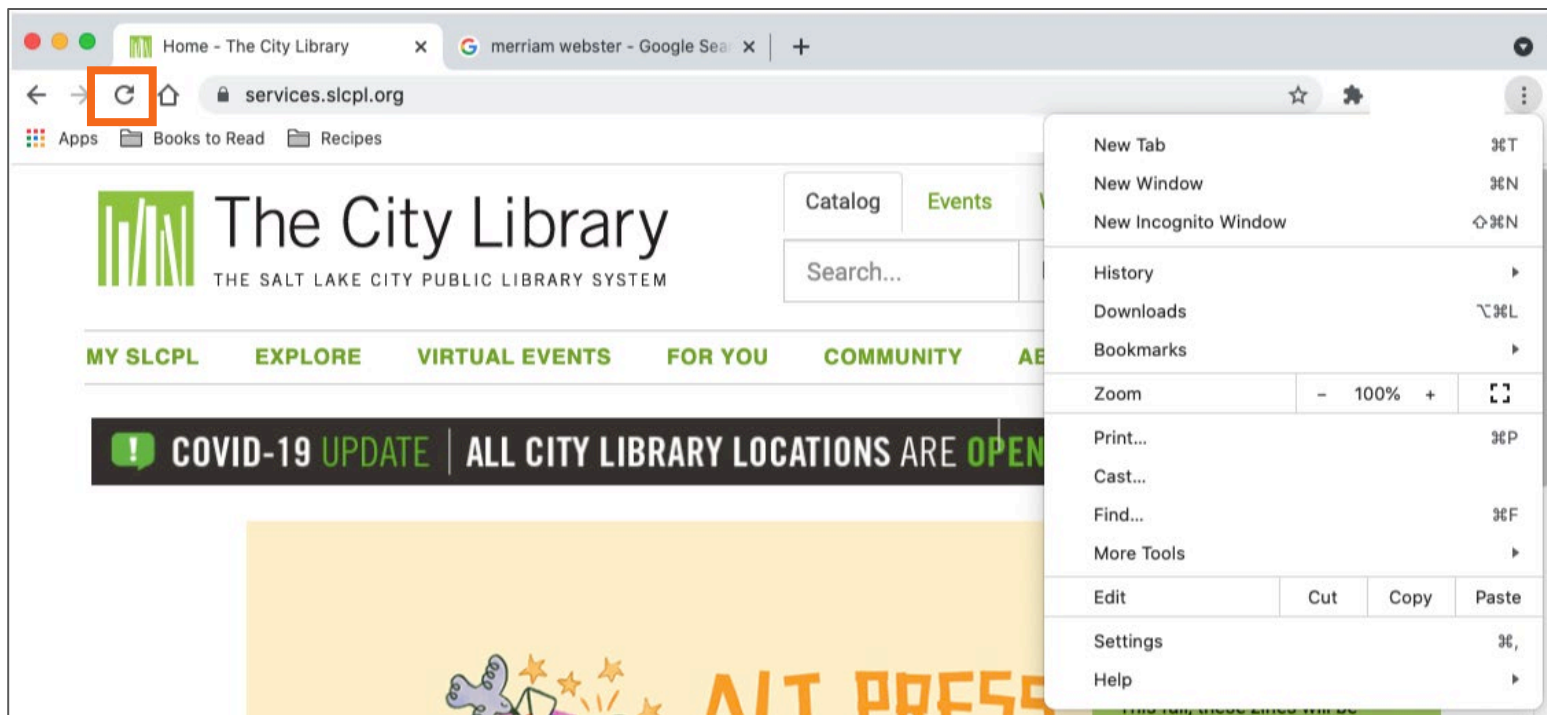
Using a Web Browser

- **Home:** Use this to return to the homepage of the web browser. You can select which web page you want to set as your homepage in the web browser's settings.
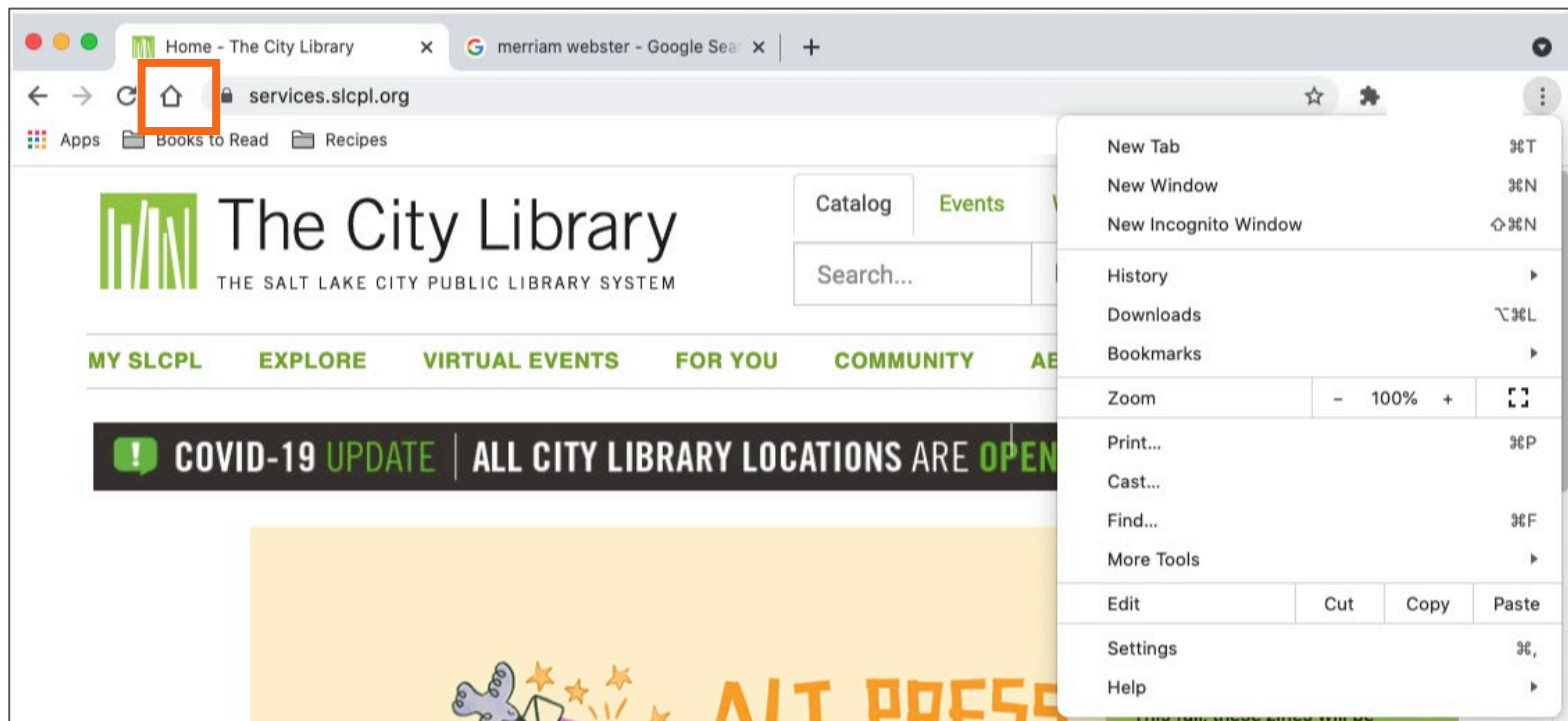
Using a Web Browser

- **Bookmarks** or **Favorites:** Use this to save favorite or frequently visited web pages so they are easier to find later.
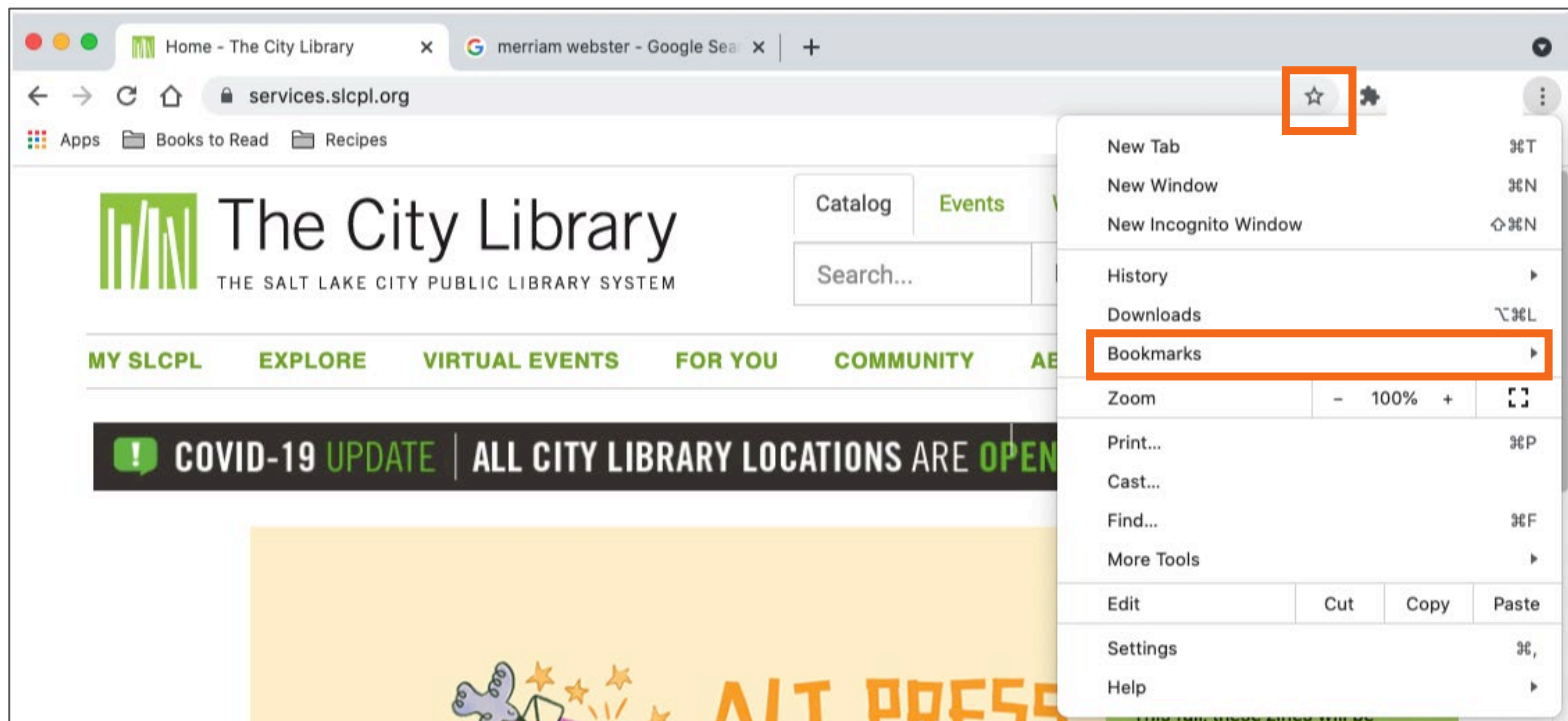
Activity #1

ACTIVITY #1: Using a Web Browser

Use a web browser or follow along with the instructor to complete the following tasks.

1. Use the address bar to go to www.google.com and search for *puppies.*

2. Click the back button. What web page displays?

3. Click the forward button. What web page displays?

4. Click on the homepage. What web page displays?

5. What icon on the browser would you click to bookmark this page?

Using a Search Engine

- **Opening a Search Engine**
  - Open a web browser
    - Desktop shortcut
    - Menu bar
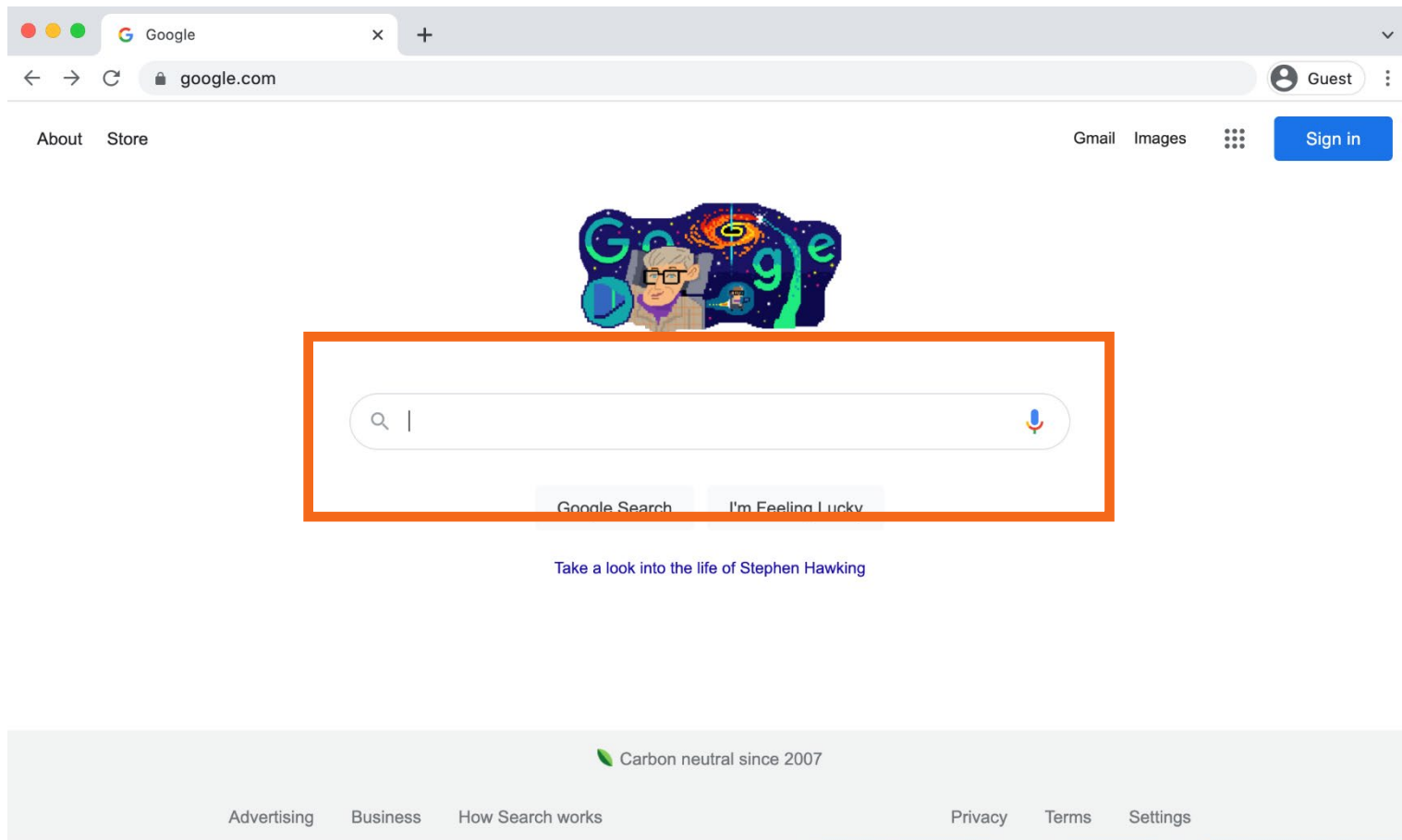
Edge	Mozilla Firefox	Google Chrome	Safari

Using a Search Engine

- **Searching the web:** Use this search box to type your search terms.

Using a Search Engine

- **Search Recommendations:** When you begin to type in your search, the search engine will recommend relevant search terms.

Using a Search Engine

- **Search Term**

Using a Search Engine

- **Search Results:** A list of items that match the search terms.

Using a Search Engine

- **Hyperlink (also known as a link):** It is an element on the web page that when clicked takes you to another document on the internet.

Using a Search Engine

- **Search Results Continued** . . .

Search Engine

- **Related Searches** or **Also Try:** The search engine recommends similar searches you may want to try. To execute the search, click the search term.

Using a Search Engine

- **Additional Results:** These links show other web pages that relate to your search. Clicking Next or the right arrow takes you to the next page. You can go to a specific page of results by clicking the page number.

Search Engine

- **Ads in Search Results:** Search engines sometimes display advertisements related to the search result.

Using a Search Engine

- **Search by Format Type**

Using a Search Engine

- **Search by Format Type Example**

Using a Search Engine

- **Search by Format Type Example (continued)**

Activity #2

Open Internet Basics: Basic Search Practice Module

Can you identify where you enter your search terms when searching Google?

Can you identify where the ad appears?

There are two ways to get to a map. What are they?

Which link will take you to the image results?

Search Tips & Tricks

▫ Use quotation marks to search for an exact phrase.
   Example: "Illinois State Fair"

▫ **AND** narrows your search results. It finds web pages that contain all the search terms.
   Example: Chicago **AND** events

▫ **OR** expands your search. It finds web pages that contain either word.
   Example: college **OR** university

▫ You can exclude terms from the search results by using the (-) minus symbol.
   Example: cardinal -baseball

Search Tips & Tricks

- Review the search results list before clicking a link.
- Check multiple pages before using a new keyword search.
- Use "Also try" or "Searches related to."
- If you can't find a web page, try using the recommended searches feature available on most search result pages.
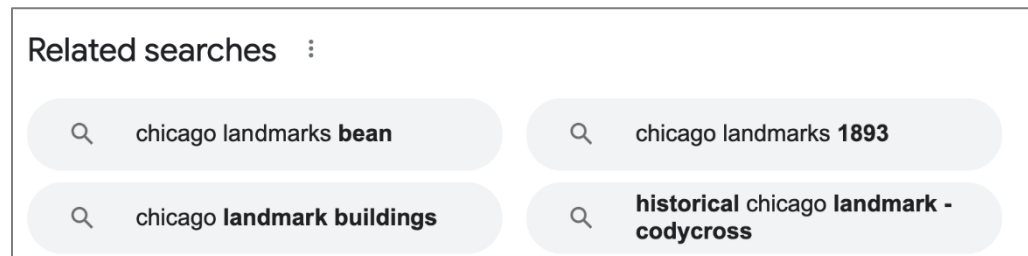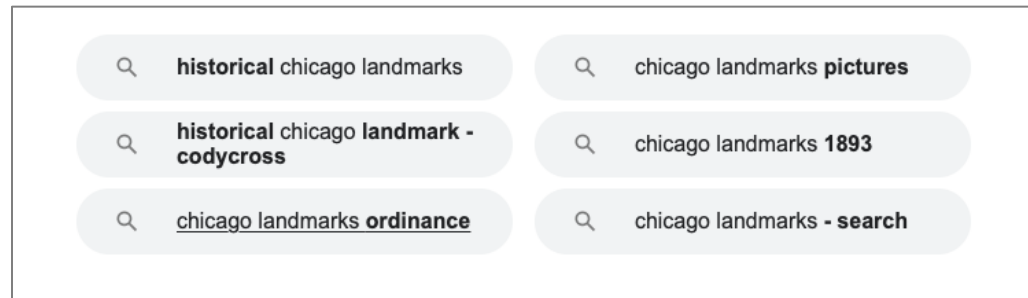
Activity #3

Navigating a Website

- **Website:** A collection of web pages that provide information about a particular business, group, organization, or person (such as the Salt Lake City Public Library).

Navigating a Website

- **Navigation Menu:** A collection of links to the main sections of the website. Navigation menus usually appear near the top of the page. Click these links to browse other sections of the website.
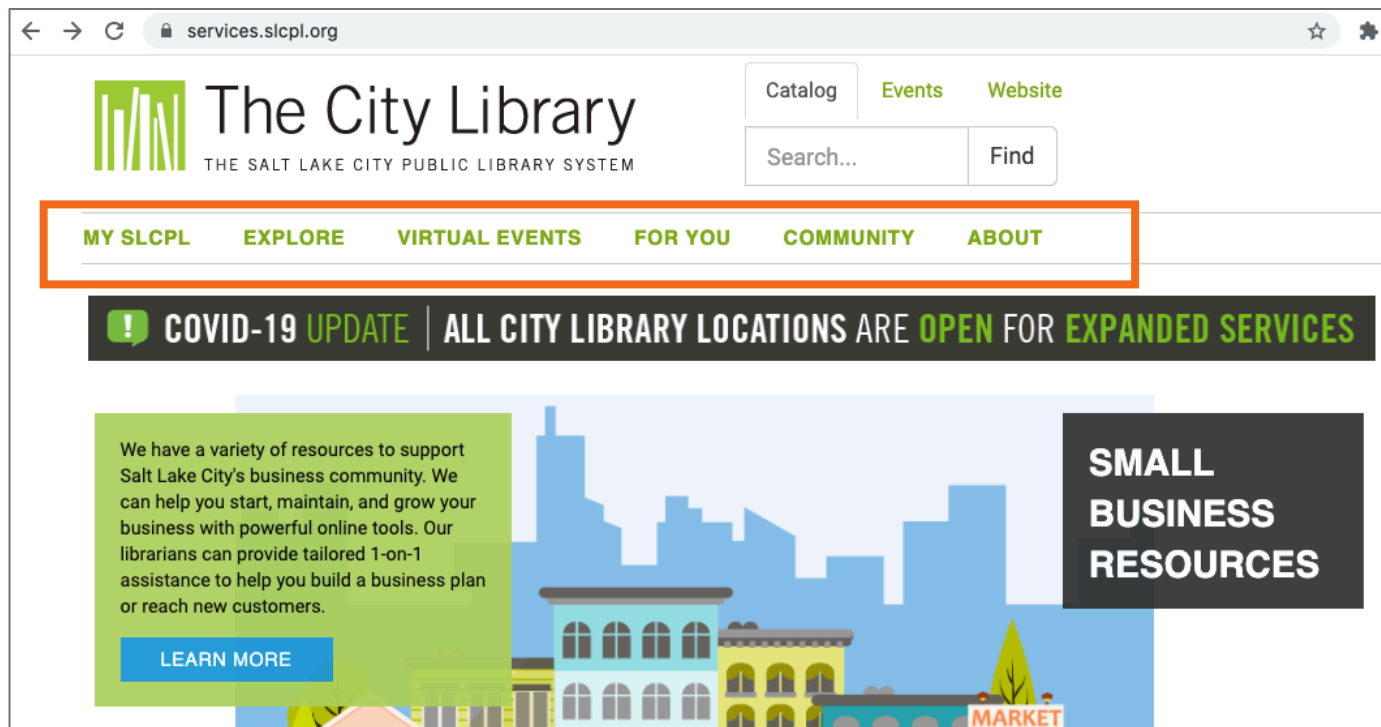
Navigating a Website

- **Navigation Menu:** Main section hyperlink

Navigating a Website

- **Search Box:** Just like a search engine searches the internet, the search box on a website allows visitors to search for specific information on the site they are visiting.
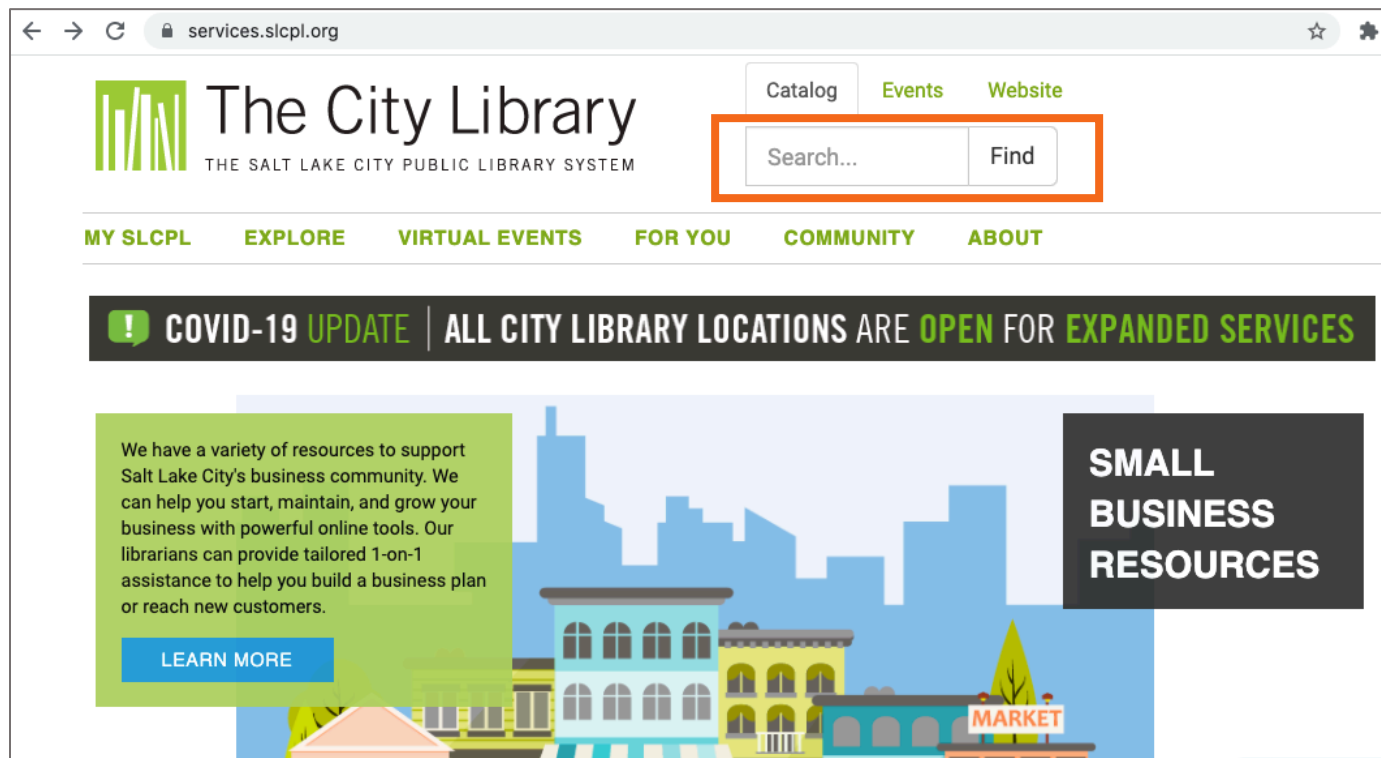
Navigating a Website

- **Main Content:** This is the big area in the middle of the web page that contains most of the information. Examples: a story you want to read, a video you want to watch, a recipe you want to bake, etc.

Navigating a Website

- **Footer:** A collection of links that appears on the bottom of each page. The footer often includes basic information about the website or company, including contact information, terms of use, social media links, and more.
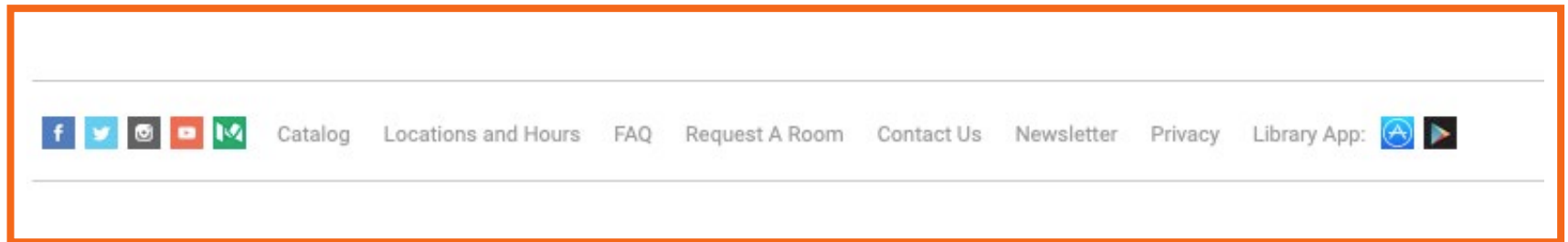
Navigating a Website

- **Sidebar Navigation:** This is collection of links that allows the user to navigate to information in a particular section of the website.

Tips & Tricks

- **Safety Tips:** Here are some tips to ensure that you use the internet safely.
  - **Secure websites:** These usually begin with https:// or show a lock icon
    or message to alert users that the website owner employs their own security team to ensure encryption of the user's information.

The City Library
THE SALT LAKE CITY PUBLIC LIBRARY SYSTEM
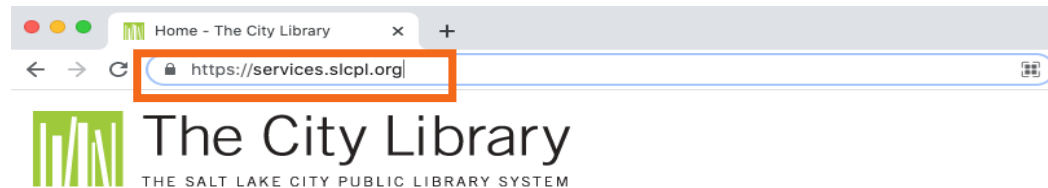
  - **Fake URLs:** Sometimes fraudsters create a fake URL as part of an online scam. Check the website address or URL to make sure you are on the website you intended to visit. A missing letter, a typo, or grammatical errors can be a sign that the website may be part of a scam.
  - **Security settings:** Check the security settings in your web browser to view and set your security preferences.

Activity #4

ACTIVITY #4: Practice

Practice what you've learned. Use a web browser to visit https://www.digitallearn.org and answer the following questions or follow along with the instructor to complete the following tasks.

1. How many courses are available?

2. How many activities are in the *Navigating a Website* course?

3. What information is available in the footer?

4. What links are in the navigation menu?

5. List one resource that is hyperlinked on the web page

6. Are there ads on the website? If yes, how many?

7. Does the website have a search function?

Congratulations, Learners!

Today you have learned:

- What web browsers and search engines do
- Which skills you need to navigate the internet, including:
  - Using a web browser
  - Using a search engine
  - Navigating a website
- Tips & tricks for basic and advanced searches

Today's training is provided by AT&T
and the Public Library Association.

Visit https://www.digitallearn.org
for more courses and to build confidence using
technology.